

## NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) <b>HOFFER, MELISSA A.</b>					2. Social Security Number <b>(b) (6)</b>		3. Date of Birth <b>(b) (6)</b>		4. Effective Date <b>01/20/2021</b>						
<b>FIRST ACTION</b>					<b>SECOND ACTION</b>										
5-A. Code <b>190</b>		5-B. Nature of Action <b>PROVISIONAL APPT NTE 02-09-21</b>			6-A. Code		6-B. Nature of Action								
5-C. Code <b>V4M</b>		5-D. Legal Authority <b>5 U.S.C. 3394(A) LIMITED TERM</b>			6-C. Code		6-D. Legal Authority								
5-E. Code <b>AWM</b>		5-F. Legal Authority <b>OPM FORM 1652</b>			6-E. Code		6-F. Legal Authority								
7. FROM: Position Title and Number					15. TO: Position Title and Number <b>PRINCIPAL DEPUTY GENERAL COUNSEL</b>  <b>C0000000 ES00424</b>										
8. Pay Plan	9. Occ. Code	10. Grade or Level	11. Step or Rate	12. Total Salary	13. Pay Basis	16. Pay Plan	17. Occ. Code	18. Grade or Level	19. Step or Rate	20. Total Salary/Award	21. Pay Basis				
						<b>ES</b>	<b>0905</b>	<b>00</b>	<b>00</b>	<b>\$183100.00</b>	<b>PA</b>				
12A. Basic Pay		12B. Locality Adj.		12C. Adj. Basic Pay		12D. Other Pay		20A. Basic Pay		20B. Locality Adj.		20C. Adj. Basic Pay		20D. Other Pay	
								<b>\$183100.00</b>		<b>\$0.00</b>		<b>\$183100.00</b>		<b>\$0.00</b>	
14. Name and Location of Position's Organization					22. Name and Location of Position's Organization <b>EP00 ENVIRONMENTAL PROTECTION AGENCY</b> <b>OFFICE OF GENERAL COUNSEL</b>  <b>WASHINGTON,DC</b>										
<b>EMPLOYEE DATA</b>															
23. Veterans Preference <input checked="" type="checkbox"/> 1 - None 2 - 5-Point 3 - 10-Point/Disability 4 - 10-Point/Compensable 5 - 10-Point/Other 6 - 10-Point/Compensable/30%					24. Tenure <input checked="" type="checkbox"/> 0 1 - None 2 - Conditional 3 - Indefinite 1 - Permanent 3 - Indefinite			25. Agency Use		26. Veterans Preference for RIF <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO					
27. FEGLI <input checked="" type="checkbox"/> BASIC ONLY					28. Annuitant Indicator <input checked="" type="checkbox"/> 9 NOT APPLICABLE				29. Pay Rate Determinant <input checked="" type="checkbox"/> 0						
30. Retirement Plan <input checked="" type="checkbox"/> FERS-FRAE & FICA				31. Service Comp. Date (Leave) <input checked="" type="checkbox"/> ((b) (6))		32. Work Schedule <input checked="" type="checkbox"/> F FULL-TIME			33. Part-Time Hours Per Biweekly Pay Period						
<b>POSITION DATA</b>															
34. Position Occupied <input checked="" type="checkbox"/> 3 1 - Competitive Service 2 - Excepted Service 3 - SES General 4 - SES Career Reserved				35. FLSA Category <input checked="" type="checkbox"/> E E - Exempt N - Nonexempt		36. Appropriation Code			37. Bargaining Unit Status <b>8888</b>						
38. Duty Station Code <b>11-0010-001</b>				39. Duty Station (City - County - State or Overseas Location) <b>WASHINGTON,DISTRICT OF COLUMBIA</b>											
40. Agency Data <b>FUNC CLS 00</b>		41. VET STAT <input checked="" type="checkbox"/>		42. EDUC LVL 15		43. SUPV STAT 2		44. POSITION SENSITIVITY CRITICAL-SENSITIVE							
45. Remarks APPOINTMENT IS ON A PROVISIONAL BASIS. (b) (6) (b) (6) IF YOUR PERFORMANCE IS SATISFACTORY, AND YOU MEET ALL LEGAL QUALIFICATIONS, AND OTHER APPLICABLE REQUIREMENTS, YOU MAY BE CONVERTED TO A NONTEMPORARY APPOINTMENT BEFORE THIS APPOINTMENT EXPIRES. TENURE AS USED FOR 5 U.S.C. 3502 IS NOT APPLICABLE TO THE SENIOR EXECUTIVE SERVICE. CREDITABLE MILITARY SERVICE: (b) (6) PREVIOUS RETIREMENT COVERAGE: (b) (6) (b) (6) EMPLOYEE SUBJECT TO POST-EMPLOYMENT RESTRICTIONS UNDER 18 U.S.C. 207(C) OPF MAINTAINED BY US EPA, HRMD, MD-C639-02, RTP, NC 27711. (b) (6) APPOINTMENT AFFIDAVIT EXECUTED 01-20-21. THE PAY RATE OF AN EMPLOYEE OCCUPYING A POSITION SUBJECT TO THE PAY FREEZE FOR CERTAIN SENIOR POLITICAL OFFICIALS SHALL BE BASED ON THE RATE OF PAY AND APPLICABLE PAY LIMITATIONS IN EFFECT ON DECEMBER 31, 2013															
46. Employing Department or Agency <b>EP - ENVIRONMENTAL PROTECTIO</b>						50. Signature/Authentication and Title of Approving Official <b>210318374 / ELECTRONICALLY SIGNED BY:</b>  <b>RYAN ATKINSON</b> <b>HUMAN RESOURCES OFFICER</b>									
47. Agency Code <b>EP00</b>		48. Personnel Office ID <b>3216</b>		49. Approval Date <b>01/20/2021</b>											